TRAVEL EXPRESS USER MANUAL

TRAVEL EXPRESS APPLICATION ENHANCEMENTS

The Idaho State Controller's Office will be implementing several enhancements to the Travel Express Application. The enhancements should simplify the fiscal coding and approval process. The new enhancements include:

1. Batch Numbering - Travel Express can now automatically assign and increment the batch numbers if an agency requests that it do so. Agencies have the option to continue to enter the batch number or to request that Travel Express automatically do it for them. The automatic process will display the batch number field as 'NNN'. Batch numbers cannot be manually entered once an agency requests to use the new process. Please send an e-mail to skora@sco.idaho.gov to be set up for the new batch numbering process.

2. Vendor Suffix - State employee vendor numbers have vendor suffix SE. The system will now default 00 in the vendor suffix field.   The default can be changed as needed.

3. Screen Display Fields- Reviewers, fiscal coders and approvers currently have to scroll up and down in Travel Express to see all of the contents entered by the traveler. Travel Express will no longer display empty fields and has made the fields smaller in order to shorten the amount of space required.

4. Fiscal Coding Screen - Currently the application displays 12 lines for the fiscal person to code. The system will now open only the number of lines that were determined as necessary. The fiscal coder will have the option of opening additional lines up to a maximum of 12 when needed.